



## Enrolment amendment form

You can amend semester one and two units via WES at: [my.monash.edu.au/wes/](http://my.monash.edu.au/wes/). For other teaching periods, including summer and winter, complete this form using block letters.

### Section A Personal details

Student ID 

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Are you an international student? Yes  No   
(Australian campuses only)

Course code \_\_\_\_\_ Course name \_\_\_\_\_ Campus \_\_\_\_\_

Family name \_\_\_\_\_ Daytime or mobile number \_\_\_\_\_

Given names \_\_\_\_\_

### Section B Unit amendments

- Summer/winter units:** are charged at the full fee rate with limited exceptions see [www.adm.monash.edu.au/enrolments/](http://www.adm.monash.edu.au/enrolments/) and click on the links for summer or winter. It is your responsibility to check with your faculty if the unit is charged at the CSP or full-fee rate
- Distance education units:** can only be added up until two weeks before semester starts
- On-campus units:** can only be added until two weeks after the start of semester. Units added after this time require faculty approval and may only be approved in extenuating circumstances. A fee will be payable if a late addition is approved. A list of fees is available at: <http://monash.edu/fees/other/miscellaneous.html>.

All students are bound by the University's principal dates for adding and discontinuing units. These can be found online at: <http://www.adm.monash.edu.au/execserv/about/principal-dates/>

Discontinued units								Office Use		
Unit Code								Teaching Period#	Date	Approved

Added units							Office use only						
Unit Code							Teaching period #	Campus*	Class type ^	Versi on	Alt. Credit	Date	Appr oval

**Legend**

# Teaching Period      Sem 1 = S1, Sem 2 = S2, Summer A = SA, Summer B = SB, Full Year = FY

\* Campus                 B = Berwick, Ca = Caulfield, Cl = Clayton, G = Gippsland, Ma = Malaysia, OS-HGK = Hong Kong, OS-SGP = Singapore, Pa = Parkville, Pe = Peninsula, SA = South Africa.

^Class Type              D = Day, E = Evening, DE = Off campus learning, OS = Offshore

### Section C Student's acknowledgement, agreement and consent

- I have read the university's statement on privacy and the purposes for which my personal information will be used.
- I authorise the university to release personal information for educational purposes or to meet legal obligations or in the case of emergency
- If tuition fees are paid by an organisation registered with Monash as a sponsor, I authorise the university to release fee and academic progress information to my sponsor
- If under 18 years of age, I authorise the university to release academic progress information to my Monash approved caregiver
- I agree to be bound by the statutes, regulations, policies and procedures of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving electronically, information and business documents relating to my enrolment from the university and from university owned companies that provide support services to students on behalf of the university.
- I agree to access the correspondence of my Monash University student email account on a regular basis.

**You must check the Web Enrolment System ([my.monash.edu.au/wes/](http://my.monash.edu.au/wes/)) after submission of this form to confirm that your unit amendments have been made.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### Office use only

Callista updated by				Date			
New campus	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	New mode <input type="checkbox"/>	Int <input type="checkbox"/>	Ext <input type="checkbox"/>	MM <input type="checkbox"/>	